



CARES Act ESG-CV Round 2

Grant Application Instructions

Application forms are available at www.knoxvilletn.gov/development
Under “Current Grant Opportunities”

Important Dates:

Mandatory Technical Assistance (TA) Workshops (applicants must attend one)

Tuesday, September 8, 2020 at 3:00 PM, via Zoom:

<https://zoom.us/j/94501620585?pwd=UXZhYkdZdW5WMXJUdGIYOGREbFJvdz09>

Meeting ID: 945 0162 0585 / Passcode: 132278

Monday, September 14, 2020 at 3:00 PM, via Zoom:

<https://zoom.us/j/96240000165?pwd=ZFpuTEFnR2o2cjI5QWhHYWVta2FtUT09>

Meeting ID: 962 4000 0165 / Passcode: 478389

The completed application must be received by Friday, October 2, 2020 by 12:00 PM (noon)

Applicants have the option to:

- Email a single PDF (or zip file of all PDFs) containing the entire application to:
chenderson@knoxvilletn.gov ;
- Mail the entire application to: City of Knoxville Housing and Neighborhood Development Department, P.O. Box 1631, Knoxville, TN 37901; or
- Hand-deliver the entire application to: the City of Knoxville Housing and Neighborhood Development Department, 400 Main Street, Suite 532B, Knoxville, Tennessee 37902.

No matter which method of delivery an applicant chooses, it is the applicant’s responsibility to ensure that the application is received by the deadline.



NOTE: Updated information on ESG and ESG-CV regulations and program components can be found at www.hudhre.info and www.hudexchange.info/programs/esg/

Certain exemptions/waivers have been made available for the CARES Act Supplemental ESG (ESG-CV) grants. See “COVID-19 Resources.” Please make sure to read these on the web sites.

Please also see the Resources attachment to this application.

Contents

Section 1: The Application Packet

Section 2. General Information

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Section 1: The Grant Application Packet

The Grant Application Packet includes:

- A. Grant Application Instructions (this document)
- B. Funding Priorities (see link in Grant Application Packet)
- C. Grant Application (see link in Grant Application Packet)

The Grant Application is comprised of:

- Cover Page – Basic agency/organization information, amount requested and ESG Program Component Category(ies) and Important Dates
- Section I. Threshold Requirements – a checklist of requirements
- Section II. Exhibits and Attachments – Required Exhibits (Project Budget, Project Timeline, and Assurances forms), Required Attachments (Agency Budget, non-profit agency information, authorization letter or Board Minutes, and Agency’s ESG Written Standards – see Resources to help find example if the agency doesn’t have them already) and Optional Attachments.
- Section III. Project Information “worksheets”, color-coded to correspond to the ESG Program Component Category(ies). Each worksheet breaks down some of the specific requirements for that category – definition of homelessness, target population, eligible activities, and other specific requirements to that category, as well as information to help describe other important considerations, including how the project activity will help reduce community spread of COVID-19 and/or mitigate its impact, and how the agency/organization will ensure that benefits are not duplicated under the CARES Act.

- Section IV. Financial Requirements – descriptions of all project funding and anticipated funding sources, how the agency/organization will ensure that CARES Act funds are not duplicated, if and how the agency/organization is partnering with another, scalability of the project, and agency information
- Section V. Affirmations and Signatures – these must be signed before submitting
- Exhibits I - V

D. Resources (see link in Grant Application Packet)

Section 2: General Information

Essential Information

The U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) program provides funding to: Engage individuals and families experiencing homelessness living on the street; Improve the number and quality of emergency shelters for individuals and families experiencing homelessness; Help operate these shelters; Provide essential services to shelter residents; Rapidly Re-house individuals and families experiencing homelessness; and Prevent families and individuals from becoming homeless. The CARES Act supplemental ESG (ESG-CV) funds are to be used to prevent, prepare for, and respond to the Coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19.

The City of Knoxville developed a list of Funding Priorities (see “Funding Priorities” attachment of the ESG-CV Application Packet) based on feedback from two meetings held in August, 2020 with homeless service agencies/organizations and the Mayor’s Roundtable on Homelessness, responses to a Community Agency Needs Assessment survey, and from consultation from Mayor Kincannon and the City’s Office on Homelessness. Interested parties and the public had the opportunity to comment on draft priorities at a third meeting on August 31, 2020, before they became final. Proposed projects/activities that address the Funding Priorities will be considered more strongly than those that do not, everything else being equal in terms of eligibility. The funding priorities are not listed in order of importance.

Eligible Applicants

The City of Knoxville is seeking applications from non-profit agencies/organizations to carry out activities that work collaboratively with community efforts to reduce and prevent homelessness in the City of Knoxville.

Please see Part I. of the ESG-CV Grant Application – Threshold Requirements, for a full listing of requirements.

More generally, non-profit and other public agencies/organizations designated as a 501 (c) (3) or 501 (c) (4), and provide services inside the city of Knoxville, are eligible to apply. Each applicant must have the

authority to submit the application and to carry out the proposed activity/project pursuant to its charter and by-laws.

Eligible Projects/Activities

The words “project” and “activity” are interchangeable in the application and instructions.

Eligible activities provide homelessness services through one (or more) ESG Program Component Category(ies): Street Outreach; Emergency Shelter; Rapid Re-Housing; Homelessness Prevention; and Homelessness Management Information System (HMIS).

If an agency/organization is submitting a request for activities in more than one Program Component Category, for example Street Outreach and Rapid Re-Housing, they will complete the associated color-coded worksheets for each, in the one application.

Mandatory Technical Assistance Workshop

Prior to submitting an application, all applicants are required to participate in one of two Technical Assistance (TA) Workshops conducted by City staff. Due to guidance regarding social-distancing, the workshops will be held virtually, via Zoom (see access information below). Participants must be sure to be “recognized” by their agency/organization name in the virtual meeting so they can be counted as attending.

The ESG-CV Technical Assistance Workshops are scheduled for:

Tuesday, September 8, 2020 at 3:00 PM, via Zoom:

<https://zoom.us/j/94501620585?pwd=UXZhYkdZdW5WMXJUdGlYOGRGbFJvdz09>

Meeting ID: 945 0162 0585 / Passcode: 132278

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Meeting ID: 962 4000 0165 / Passcode: 478389

Funding

The minimum grant request is \$50,000.

The City of Knoxville developed a list of funding priorities (see “Funding Priorities” attachment of the ESG-CV Application Packet). Proposed projects/activities that address funding priorities will be rated higher than those that do not, everything else being equal in terms of eligibility. The funding priorities are not listed in order of importance.

Special attention must be paid by ESG-CV subrecipients to ensure that CARES Act funds (including ESG-CV funds) are not duplicated (“double-dipping” is prohibited). While “matching funds” are not required, agencies/organizations must describe any and all funds, private or public, that will/are being used on the project so that the City can ensure that there is not duplication of CARES Act funds on a project.

All ESG-CV Grant funded-agencies/organizations (aka subgrantees or subrecipients) shall comply with 2 CFR part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

The ESG-CV program is operated on a reimbursement-only basis. ESG-CV Grant subrecipients may submit invoices for reimbursement monthly.

The City of Knoxville will not advance funds, and agencies/organizations expending funds prior to their agreement start date (or outside of the agreement period between the City and agency/organization) will not be reimbursed.

Matching Funds

Matching funds are not required for ESG-CV funded projects. This is an example of one of the exemptions/waivers provided by HUD through the CARES Act.

Funding Release/Agreements

HUD must approve the City of Knoxville’s Amendment, outlining the proposed use of CARES Act Supplemental ESG (ESG-CV) funds, to its Program Year 2019-2020 Annual Action Plan Substantial Amendment. All ESG-CV subrecipients shall have agreements with the City of Knoxville, approved by Knoxville City Council. Prior to execution of grant agreements, all projects must have an environmental review completed by City Housing and Neighborhood Development staff.

ESG-CV funding is *anticipated* to be available on or around December 1, 2020. While all ESG-CV-funded activities/projects should be designed to begin then, the City may decide to wait for HUD approval of its Amendment to its Substantial Amendment before executing an agreement with an ESG-CV-funded agency. Depending on the number of ESG-CV Round 2 grants awarded, it may take additional time to draft agreements, conduct reviews, and execute documents. Again, the City of Knoxville will not advance funds, and agencies/organizations expending funds prior to their agreement start date will not be reimbursed.

ESG-CV funded activities/projects are anticipated to conclude within 12 months, though the City may consider a longer agreement term or extensions to agreements. ESG-CV funds expire by June 30, 2022.

Homeless Management Information System (HMIS)

The University of Tennessee operates the HMIS for Knoxville and Knox County. KnoxHMIS is a linked database that helps providers of services, shelter, and housing for people experiencing homelessness to coordinate services. KnoxHMIS provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

All ESG-CV subrecipients are required to participate in the local Homeless Management Information System (KnoxHMIS). Participation in a City-approved, comparable database is acceptable if the agency is a domestic violence service provider receiving Violence Prevention and Services Act (FVPSA), Office for Victims of Crime (OVC), or Office on Violence Against Women (OVW). For more

information see: <https://www.hudexchange.info/resource/5743/hmis-when-to-use-a-comparable-database/> and <https://www.hudexchange.info/programs/hmis/hmis-requirements/> Please let the City know if your agency/organization will seek an HMIS alternative.

Performance

ESG-CV subrecipients will be evaluated in two main ways in their agreements – progress on accomplishment goals and funding expenditures to meet their goals. Performance reports with KnoxHMIS-generated data are required for all activities/projects, as are completion reports. Request for reimbursement invoices from the subrecipient to the City are used in conjunction with performance reports to measure progress toward meeting both the goals of the activity/project and expenditures. Timely expenditure of funds is expected, as spelled-out in each agreement, as are the costs being necessary and reasonable to accomplish goals. Additional reporting and/or information may be required depending on several factors, including the scope of the activity/project.

The City conducts monitoring of subrecipients in two ways – desk-monitoring (review of information submitted to the City by the subrecipient) and more formal, on-site monitoring at the subrecipient's office and/or service location. On-site monitoring may include a review of program, clientele, procurement, and financial files. If your agency is funded, more information about the monitoring processes will be provided as the agreement is drafted.

General Regulatory Compliance

All activities/projects must comply with the federal regulations applicable to individual activities/projects. These regulations may include (but are not limited to): environmental review; federal procurement standards; Section 3 and Title VI; Fair Housing and Equal Opportunity regulations; lead based paint regulations; Davis Bacon and Related Acts; and federal fiscal/audit standards. Activities/projects are monitored through technical assistance, site visits, and formal on-site monitoring/file reviews.

City of Knoxville Insurance Requirements

These will be discussed in detail at the mandatory ESG-CV Grant TA Workshops. Additional information can be requested of the City of Knoxville Law Department.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness. Please make sure that the application is signed, and all required attachments are included as part of the submission. Incomplete or ineligible applications will not be considered for funding.

Application Review and Selection

Completed applications for eligible projects will be evaluated on the following:

1. Part I. Threshold Requirements (all applications must meet these requirements)
2. Agency Capacity
 - A. Demonstrated understanding of ESG Program Component Category Requirements

- B. Implementation Capacity
- C. Fiscal Responsibility

3. Project/Activity Considerations

- A. Eligibility: Meets compliance requirements with relevant ESG Program Component Category(ies), including Homeless Definition Category; Eligible Activities; Ineligible Activities; Specific Requirements; and Eligibility Requirements
- B. Addressing a Funding Priority
- C. Demonstrated Need
- D. Budget Evaluation
- E. Evaluation of Quantifiable Performance Goals
- F. Intake Process Evaluation
- G. Program Recipient Participation

Funding Timeline

Friday, September 4, 2020 The Application Packet will be available online at www.knoxvilletn.gov/development (under “Current Grant Opportunities”)

Tuesday, September 8, 3:00 PM First of two Technical Assistance Workshops

Monday September 14, 3:00 PM Second of two Technical Assistance Workshops

Friday, October 2, 2020, Noon Applications due to the City of Knoxville
Housing and Neighborhood Development Department

October 12, 2020 ESG-CV awardees will be notified

October 2020 Amendment to the Substantial Amendment

October - November Develop Agreements

November Knoxville City Council votes on Amendment/Substantial Amendment

November – January Knoxville City Council votes on Subrecipient Agreements

Section 3: Submission Requirements

Submission Deadline

The completed application **must be received** by the City of Knoxville Housing & Neighborhood Development Department no later than **12:00 PM (noon) on Friday, October 2, 2020**. A postmark of

that date will *not* be acceptable. Applications received after that deadline will not be accepted. Applications submitted via facsimile will not be accepted.

Submission Instructions

1. Applicants have the option to:

- Email a single PDF (or zip file of all PDFs) containing the entire application to: chenderson@knoxvilletn.gov ;
- Mail the entire application to: City of Knoxville Housing and Neighborhood Development Department, P.O. Box 1631, Knoxville, TN 37901. Be sure to label any envelope with “City of Knoxville Housing & Neighborhood Development Department” as Knox County has a Community Development Department in the City/County Building and mail has been misdirected before.
- Hand-deliver the application to: the City of Knoxville Housing and Neighborhood Development Department, 400 Main Street, Suite 532B, Knoxville, Tennessee 37902.

No matter which method of delivery an applicant chooses, it is the applicant’s responsibility to ensure that the application is received by the deadline.

Confirmation that the Application was Received

If the application is emailed, applicants should request a receipt or automatic notification of delivery. Applicants may also request confirmation that the City received it by a separate email or by calling 865-215-2290. This should be done well before the deadline.

If the application is mailed, applicants may also request confirmation by email or by calling 865-215-2290. This should be done well before the deadline.

If the application is hand-delivered, City staff will give a receipt. Applicants should not leave without it.

2. Submit the completed application, including Required Exhibits in a single PDF file (or zip file of all PDFs) or a sealed envelope if a hard copy is submitted.
3. Applicants should include only the worksheets (Part III) for the ESG Program Component Category(ies) that apply to the proposed project. For example, if you’re only applying for Street Outreach, don’t include the other worksheets for Emergency Shelter, Rapid Re-Housing, or Homelessness Prevention.
4. Applications may be photocopied or printed after submission. If submitting a hard copy, please hold each application together with a single staple, paper clip, or binder clip, and please do not heat or

spiral bind your application, enclose it in a two- or three-hole punched binder or folder, utilize index dividers or cardboard tabs, or staple together individual sections of the application.

5. The application must be typed or computer-generated. Hand written applications will not be accepted. Use only 11 point or larger standard font with black ink.
6. For hard-copy applications, only white 8 ½” x 11” paper should be used. Brochures and other attachments may be submitted on colored paper, cardstock, or other printed format.
7. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant.
8. Applicants should consider submitting their application early! Those waiting until the last minute run the risk of submission problems. No exceptions will be given for late applications.
9. Also remember, for applicants planning to hand-deliver their application, there is enhanced security at the City County Building doors. Mask/face coverings are also mandatory in the City County Building. Parking downtown and entering the building can sometimes take extra time. Applicants should factor that into their plans.
10. If applicants have questions or need help, please call Hope Ealey at 865-215-2290! Do not wait until the last minute, please.

The City of Knoxville may require additional information to assess the application proposal. The City will not return the application materials nor reimburse any cost of preparing the application materials.

For more information about this application and funding process, please call Hope Ealey at 865-215-2290 or email healey@knoxvilletn.gov.

Thank you and Good Luck!